

S 1.40/2:
B 96/487

Department of State

A Guide to Doing Business With the Department of State

February 1987



Department of State Publication 9335
Bureau of Management
Office of Small and Disadvantage Business Utilization

Revised February 1987

For sale by the Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402


FLARE

INTRODUCTION

A *Guide to Doing Business With the Department of State* is designed to familiarize small, minority and female-owned businesses with the Department's procurement program. The *Guide* is intended to assist those small, minority and female-owned firms seeking to do business with the Department in identifying procurement opportunities within the Department.

The *Guide* is issued by the Office of Small and Disadvantaged Business Utilization (M/SDBU), located in Rosslyn, Virginia, in State Annex 6, 1701 North Fort Myer Drive, Room 212. The office is responsible for implementation of the Department of State's activities on behalf of small and disadvantaged businesses and female-owned businesses in accordance with Public Law 95-507 and Executive Order 12138.

The *Guide* is divided into four sections. Section A (1) summarizes the Department's procurement program, (2) describes the Department's acquisition under the Diplomatic Security Act, (3) describes the External Research Program managed by the Office of Long Range Assessments and Research, and (4) lists user-office contacts under the various categories of products and services for which the Department of State contracts. Section B contains (1) a briefing memorandum to small, disadvantaged and female business owners concerning the Department's Small, Disadvantaged and Female Business Program, (2) a Vendor Survey Form which is used by the Department as a bidder's mailing list application and (3) a listing of all Federal Offices of Small and Disadvantaged Business Utilization (OSDBU). Section C lists subcontracting opportunities available through the Department's larger prime contractors. Section D lists contacts for trade and investment-related issues.



Digitized by the Internet Archive
in 2016 with funding from
University of Florida, George A. Smathers Libraries

Section A

- **Procurement Program Profile**
- **Acquisition under the Omnibus Diplomatic Security and Antiterrorism Act of 1986**
- **Office of Long Range Assessments and Research**
- **User-Office Contacts**

Procurement Program Profile

The Department of State is actively seeking qualified small businesses, minority-owned businesses and female-owned businesses for participation in contract work generated in the course of its day-to-day operations.

The mission of the Department of State, the making and conduct of foreign policy, does not require a large procurement support program. This is primarily due to the intangible nature of the mission, which does not generate the large support programs existing in many Federal agencies. As a result, the domestic procurement pattern (\$450,000 million in FY 1986) is chiefly of a general housekeeping nature with some international orientation.

The contract spectrum of this procurement pattern breaks down generally as follows:

1. *Research and Development*

(a) The Department conducts a small ongoing research program (approximately \$600,000 annually) that is primarily in international economic and political research.

(b) The Department pursues an intermittent physical security research and development program devoted generally to improving resistance to terrorist attacks on diplomatic installations and personnel.

2. *Supply and Equipment*

(a) An annual requirement for a comparatively large (approximately \$5 million annually) household furnishings requirement offers subcontracting possibilities by the prime contractor (see Section C).

(b) Substantial requirements for communications equipment, usually modified commercially, exist for the Department's worldwide communications network. Very often these must be consolidated with maintenance requirements, which sometimes make them unsuitable for small business capabilities.

(c) Physical security equipment, commercially available, in quantities suitable for small business contracts, is required on a continuing basis.

(d) Computer hardware, mainframe and peripheral, and software requirements, for usual administrative and statistical purposes, partially networked worldwide, comprise a relatively large ongoing requirement. The software and programing portions are particularly suitable to small business participation.

3. *Services*

(a) A substantial continuing requirement, which is suitable for small business contract participation, exists for communication equipment maintenance services.

(b) Household goods packing and storage requirements, which are multiply awarded in excess of \$2 million annually, provide an excellent opportunity for small business participation.

(c) An annual requirement of approximately \$750,000 for general labor services is suitable for small business awards. Other service requirements such as messenger and clerical are available.

(d) Numerous types of management requirements generate contracts in personnel, financial and other administrative areas. These are often suitable for small business (inclusive of individuals) participation. A \$500,000 annual worldwide local wage survey, currently multiply awarded, is an example.

An exception to the non-program nature of the Department's procurement pattern, as described above, is that associated with the International Narcotics Control Program. A substantial portion of the budget for this program is devoted to procurement related to narcotics detection, interdiction, crop substitution and demand reduction. The foreign detection and interdiction efforts are largely oriented toward aircraft and communications maintenance contracts which, because of their size and the necessarily close relationship with the foreign government involved, do not always lend themselves to small business participation.

All of the procurement activities described above are conducted by the centralized procurement division in the Department, located 1701 North Fort Myer Drive, Rosslyn, Virginia. Additionally, however, a number of decentralized, specialized procurement activities exist. These are described below:

1. *Foreign Buildings Office*

(a) Substantial architectural and engineering contract requirements exist related to the construction and rehabilitation of diplomatic buildings and installations in foreign countries.

(b) Numerous supply contracts, chiefly for hardware and fixtures to be furnished to construction contractors on foreign sites as government furnished equipment, are suitable for small business participation.

2. *Foreign Service Institute*

(a) The major focus of this procurement is upon individual guest lecturers, primarily in the political, economic and foreign area fields.

(b) Book and publication procurement is primarily directly from publishers.

3. *Office of Overseas Schools*

Operates a small procurement program in support of American schools in foreign countries.

4. *Library*

Conducts a small book and publication procurement program, usually directly from publishers.

5. *Language Services Division*

Contracts with individual translators and interpreters.

6. *Office of Foreign Missions*

Limited engineering, building maintenance and renovation business opportunities exist related to the rehabilitation of certain foreign missions property within the United States in the custody of the Department of State. Firms interested in such contract opportunities should contact Mrs. Durie White, Office of Small and Disadvantaged Business Utilization, Department of State, SA-6, Room 210, Washington, D.C. 20520. Telephone (703) 235-9580.

Acquisition Under the Omnibus Diplomatic Security and Antiterrorism Act of 1986

For each of the fiscal years 1988 through 1990, \$417,962,000 has been appropriated to carry out diplomatic security construction, acquisitions, and operations, pursuant to the Department of State's Supplemental Diplomatic Security Program.

In the area of embassy design and construction, there are currently 91 capital projects planned through 1990. Information regarding these projects is released through the *Commerce Business Daily* and other construction trade publications when the projects are ready to be designed, constructed, or government-furnished materials are to be purchased.

Firms interested in performing embassy construction should direct their attention to Section 402 of the Omnibus Diplomatic Security and Antiterrorism Act of 1986. Section 402 addresses preference for United States contractors, utilization of minority and small business contractors, qualifications criteria, and subcontracting limitations on construction projects.

Limited contracting opportunities may exist for government-furnished equipment (GFE) such as bills of material (BOMs) for post communication centers and for security materials. Interested firms should contact John F. Black at the following address:

Department of State
A/FBO
SA-6, Room 411
Washington, D.C. 20520
Telephone: (703) 235-3089

Any firm which has a new or innovative product (R&D) which could be used to enhance security at a U.S. Embassy abroad, may contact Richard Roberts at the following address:

Department of State
DS/OSP/PSD
SA-6, Room 804
Washington, D.C. 20520

Other products such as bullet-proof glass, closed-circuit televisions, intrusion detection devices, and the like, are also part of the procurement pattern under the security program. Firms wishing to market such products should contact Fred Brandt of the Department's Physical Security Division at the aforementioned address.

Firms interested in performing services related to embassy security such as security engineering, construction management, construction surveillance, and the like, should contact Mr. John Wolf at the following address:

Department of State
DS/NBSM
SA-6, Room 804
Washington, D.C. 20520

For planning purposes, it is projected that architects will be selected for the design of the following projects during FY 87 and FY 88: San Salvador, El Salvador; Kampala, Uganda; Ottawa, Canada; Brussels, Belgium; and Cairo, Egypt.

It is further projected that construction projects at the following foreign service posts will be advertised or awarded during FY 87 and FY 88: Tegucigalpa, Honduras; Djibouti, Djibouti; Riyadh, Saudi Arabia; Nicosia, Cyprus; Amman, Jordan; Pretoria, South Africa; Caracas, Venezuela; and Santiago, Chile.

U.S. Department of State
Office of Long Range Assessments and Research
Questions and Answers

Q. What is the name of the Department of State's program (or programs) that is most relevant to funding research dealing with policy problems?

A. The External Research Program. This program is managed by the Office of Long Range Assessments and Research (LAR) located in the Bureau of Intelligence and Research (INR) of the U.S. Department of State.

Q. What kinds of policy research do your relevant programs fund?

A. The program focuses on foreign policy problems broadly defined to encompass all regional and functional dimensions of foreign policy.

The program occasionally has supported methodological studies and studies on the policy process itself. This has been a minor part of the program.

Q. What are the names and titles of your appropriate people for potential policy researchers to contact?

A. E. Raymond Platig, Director, Office of Long Range Assessments and Research, (202) 647-1342.

Kenneth E. Roberts, Chief, Division of Commissioned Research, (202) 632-2080.

Q. What are your general eligibility criteria?

A. There are no definitive eligibility criteria. Specifications for most funded projects are developed in-house, and the resultant "work statement" then becomes the basis for formal Requests for Proposals (RFPs). In some cases these research requirements are publicized through the Commerce Business Daily and all responding proposals are judged competitively according to their responsiveness to the RFP, the imagination displayed, the quality and experience of the proposers, the perceived utility to the Department, etc. Otherwise, contractor selection is the result of a careful screening process performed by Department officers and consultants to determine which researchers and/or organizations have the capability to perform the required studies, and from those we solicit proposals.

Q. What procedural matters should applicants be aware of such as deadlines, forms, and lead time to allow from the time one applies to the time one is notified of approval or disapproval and an award is made?

A. No formal application procedure exists. Unsolicited proposals may be submitted at any time in a form deemed appropriate by the proposer. The program's response time to unsolicited proposals varies greatly depending upon program priorities, the extent to which annual funds are already

committed, etc. Acknowledgment of all unsolicited proposals is made within a few weeks.

Q. How large do your relevant contracts or grants tend to be in terms of duration and money, and approximately how many are granted per year?

A. Research contracts vary greatly in size and duration, from \$500 to \$100,000 and from 1 week to 18 months. The annual program usually includes about 100 different projects.

Q. What other general information relevant to your agency's program(s) of policy research would be helpful to private researchers?

A. The LAR program is responsive to the demands of Department policy units. Its content, therefore, changes from year to year and often during the year to reflect the Department's perception of those problems, pressures, and issues on which private scholars and experts can make an essential contribution to the evolution of policy.

The LAR program is primarily one of contracts rather than grants. Grants are issued sparingly as an adjunct to the contract program and only on occasions when their use is more practicable than the contract in given instances—for example, when an ongoing private research project coincides with a Department office's established research objectives and it is determined that its completion through the award of a grant would prove mutually beneficial to the Department and to the state of the art.

Private researchers will want to be aware of the way in which the program distinguishes among three types of research. And it should be noted that the program supports very few projects that fall within the definition below of "basic research."

Applied Research

- a. *Policy Research*—the purpose of which is to identify and weigh policy options, and sometimes make policy recommendations.
- b. *Policy-Related Research*—the purpose of which is to examine situations, forces, factors and trends selected because they bear upon identifiable instances of future policy choice.

Basic Research—the purpose of which is to advance and order data, explanation and methods in fields of knowledge (social sciences and humanities, disciplinary or multi-disciplinary) selected because they are likely to illuminate matters that will figure in future but as yet unspecified policy choices.

Private researchers should also be aware that the program is of very modest proportions, with an annual budget of about \$600,000. Finally, it should be stressed that while unsolicited proposals are welcomed, those considered for funding must meet the central criterion of bearing directly and usefully on the Department's discernible and important policy choices.

* * * * *

For further information contact:

Mr. Kenneth E. Roberts
Division of Commissioned Research
Office of Long Range Assessments and Research (INR/LAR/CR)
Room 233 (1730 K Street, N.W.)
Department of State
Washington, D.C. 20520
Telephone: (202) 632-2080

**U.S. Department of State
Washington, D.C. 20520**

User-Office Contacts

Architectural, Engineering and Design Services (Construction)

Office of Foreign Buildings

Room 302, SA-6

Mr. John F. Black 235-3089

Mr. J. Richard Gray (A) 235-9508

Mr. Jerome W. Morrison (E) 235-9510

Mr. William F. McCollough (D) 235-9511

Audio-Visual Services and Products

a. Publishing Services Division

Room 1754, N.S.

Ms. Rose Grover 647-1082

b. General Services Division

Room B-258, N.S.

Ms. Joan Austin 647-1634

c. Foreign Service Institute (FSI/AV)

Room C-1, SA-3

Mr. Joseph Sadote 235-8722

d. Bureau of Diplomatic Security (DS/E&T)

Room 4201, SA-15

Mr. Mark Sanna 235-9461

Building Interior Furnishings (Foreign)

Office of Foreign Buildings

Room 412, SA-6

Ms. Susan R. McQueen 235-9440

Building Maintenance and General Services (Domestic)

(Includes office machine and equipment maintenance and
repair, labor services, local transportation services, etc.)

General Services Division

Room 1439, N.S.

Mr. Jim Mitchell 647-3630

Office of Operations
Facilities Management Division
Room 1481, N.S.

Frank Mashuda 647-5610

Building Materials/Supplies

(Includes plumbing supplies, paint manufacturing,
carpentry supplies, retrofit, industrial supplies and
equipment, etc.)

Office of Foreign Buildings

Mr. Fred Bunke 235-3993
Room 612, SA-6

Mr. Oris Rives 235-3092
Room 411, SA-6

Cartographic Services

Office of the Geographer
Room 8749, N.S.

Mrs. Sandra H. Shaw 647-1428

Catering Services

Office of Protocol
Room 1238, N.S.

Ms. Pamela Gardner 647-1735

Communication Equipment/Maintenance Services

(Includes drafting, servicing communications equipment
at U.S. Embassies, repair of UHF/VHF radio equipment,
electronics training, etc.)

Office of Communications
Room 212, SA-21

Mr. Stephen Shogi 557-2738
Ext. 68

Computer Supplies and Accessories

- a. Information Systems Office
Room 1916, N.S.
Mr. Harold Niebel 647-6981
- b. Office of Procurement
Room 528, SA-6
Mr. Simon Cannady 235-9533

Cooperative Commissaries and Recreation Associations

Firms interested in selling wholesale grocery items (non-perishable) and recreational items to U.S. Embassies overseas should contact:

Mr. Ravi Sikand, Director
Overseas Commissary and Recreational Associations
Office of Supply, Transportation and Procurement
Room 510, SA-6
(703) 235-2516

(See page A-16 for a list of U.S. Foreign Service posts having commissaries and recreation associations.)

Data Processing/Data Entry/Software Services

- a. Information Systems Office
Room 1916, N.S.
Mr. Karl Sanger 647-1036
Mr. Harold Niebel 647-6981
Mr. Yang Kim 647-7583
Mr. Philip V. Nichols 647-4208
- b. Bureau of Consular Affairs
Room 1813, N.S.
Mr. Michael Repasky 647-5730
- c. Office of Passport Services
Room 458, SA-17
Mr. Stewart Bibbs, Jr. 523-4275
- d. Office of Information Technology Planning Staff
Room 205, SA-20
Mr. Kenneth Erney 673-6394

- e. Foreign Service Institute
Room 1017, SA-3
Mr. Rick Kramer 235-1213
- f. Division of Operations
Room 532, SA-6
Mr. Kevin Harnisch 235-3181

Educational Materials/Supplies

- a. Office of Overseas Schools
Room 234, SA-6
Mr. Ernest N. Mannino 235-9600
- b. Foreign Service Institute
B-Level, SA-3
Mr. Closson Derrickson 235-8790

Electronic and Physical Security Services Equipment

(Includes security engineering, technical security, counter-terrorism, audio countermeasures, personal protective equipment—firearms and ammunition, safety and escape mechanisms, special first-aid kits, etc.)

Bureau of Diplomatic Security
Room 38A00, N.S.

- Mr. Daniel Carlin 647-1536
- Mr. Fred Brandt 235-8939
SA-6, Room 804
- Mr. Peter Dorfled 557-3510
SA-7, Fullerton Industrial Park

Engineering Services (Construction)

Office of Foreign Buildings
Room 302, SA-6

- Mr. Jerome W. Morrison 235-9510
- Mr. John Black 235-3089
Room 411, SA-6

Mr. Richard Natale
Room 412, SA-6

235-9426

Engineering Services (Non-Construction)

- a. Bureau of Diplomatic Security (DS/SEL/LOG)
SA-7

Mr. Peter Dorfeld

557-3510

- b. Office of Communications
Room 212, SA-21

Mr. Stephen J. Shogi

557-2738

Ext. 68

Furnishings and Appliances, Office and Household*

(Includes household and office furniture, floor
coverings, draperies, awnings, etc.)

Office of Foreign Buildings
Room 412, SA-6

Ms. Susan R. McQueen

235-9440

International Political and Economic Affairs and Social Science Research

- a. Office of Long Range Assessments and Research
Room 6510, SA-1

Mr. Kenneth E. Roberts

632-2080

- b. Bureau of Oceans and International
Environmental and Scientific Affairs
Room 4325, N.S.

Mr. Jack W. Blanchard

647-2418

- c. Bureau of International Narcotics Matters
Room 7336, N.S.

Mr. Tim Henderson

647-9004

Mr. John Stever, Contracting Officer
Room 528, SA-6

235-9541

*Subcontracting opportunities may also exist within major, competitively awarded contracts of approximately \$5 million per annum. Contact Ms. Lisa Million or Ms. Lanah Berryhill, 235-96541

Labor Services

General Service Division
Room 1439, N.S.

Mr. James M. Mitchell 647-3630

Language/Translation Services

Office of Language Services
Room 2214, N.S.

Mr. Harry Obst 647-1528

Library/Subscription Services

The Library
Room 3239, N.S.

Ms. Doris Moseley 647-2053

Ms. Alpha Rose* 647-2661

Machine and Equipment Maintenance/Repair

a. General Services Division
Room 1439, N.S.

Mr. Mario Cantu 647-3611

b. Office of Procurement
Room 528, SA-6

Mr. Simon Cannady 235-9533

Medical Services/Supplies

Medical Services
Room 2906, N.S.

Mr. Elmer R. Higgs 647-3616

Ms. Karen McGrath 647-3527

Mental Health Care/Services

Office of Medical Services
Employee Services Division

Ms. Ann Weiss 647-4929
Room 2237, N.S.

*Manages Department's Commercial Library Program.

Microfilming/Micrographics

Records Management Staff (FAIM/RM)
Room 1239, N.S.

Ms. Kathleen Lannon

647-6041

Publishing, Printing, Reproduction Equipment/Supplies and Editorial Services

- a. Publishing Services Division
Room 1853, N.S.

Mr. Howard Gaidick

647-2517

Mr. Theodore R. Mavritte

647-8662

- b. Bureau of Public Affairs, Office of Public Communication
Room 5819, N.S.

Mr. Harold Heilsnis

647-1394

Safety and Rescue Equipment

- a. Bureau of Diplomatic Security (DS/SEL/LOG)
SA-7

Mr. Peter Dorfeld

557-3510

- b. Office of Foreign Buildings
Room 302, SA-6

Mr. Dennis Lundstedt

235-9489

Training*

- a. Office of Foreign Service Career
Development and Assignments
Room 26A07, N.S.

Mr. Thomas Hubbard

647-3308

- b. Office of Civil Service Career
Development and Assignments
Room 2421, N.S.

Ms. Theresa A. Manly

647-0947

*Training programs with government-wide application should, in most instances, be channeled through the Office of Personnel Management (OPM). Contact Mr. Edward Willett, OPM, 632-4286 for information.

- c. **Office of Equal Employment Opportunity
and Civil Rights**
Room 3214, N.S.

Ms. Maria Melchiorre 647-6061
- d. **Foreign Service Institute**
Room 710, SA-3

Mr. Gary D. Crawford (Language) 235-8770
Ms. Kay McMann (Clerical/Administrative) 235-9401
Dr. Dwight R. Amback (Area Studies) 235-8839
- e. **Office of Communications**
Room 2130, N.S.

Mr. Paul Del Guidice 647-3641
- f. **Bureau of Diplomatic Security**
Room 4106, SA-15

Mr. Mark Sanna 235-9461

Transportation/Packing/Shipping/Storage (Household Effects)

Office of Transportation
Room 1047, N.S.

Mr. Christopher G. Mayers 647-8783
Mr. William H. Moran 235-1710

Word/Data Processing Supplies and Accessories

Office of Procurement
Room 528, SA-6

Mr. Simon Cannady 235-9533

* * * * *

For further information contact:

Mr. Robert A. Cooper, Jr.
Director, Office of Small and Disadvantaged
Business Utilization
Room 212, SA-6
Telephone: 235-9579

or

Mrs. Durie White
Assistant Director, Office of Small and
Disadvantaged Business Utilization
Room 210, SA-6
Telephone: 235-9580

Telephone area codes: (202) for numbers beginning with 647 and 632
(703) for all others

State Department Foreign Service Posts at Which U.S. Employees Operate Cooperative Commissaries and Recreation Associations

Location of Office	Type of Office
Abidjan, Côte d'Ivoire	Embassy
Accra, Ghana	Embassy
Addis Ababa, Ethiopia	Embassy
Alexandria, Egypt	Consulate General
Algiers, Algeria	Embassy
Amman, Jordan	Embassy
Ankara, Turkey	Embassy
Antananarivo, Madagascar	Embassy
Asuncion, Paraguay	Embassy
Athens, Greece	Embassy
Bamako, Mali	Embassy
Bangkok, Thailand	Embassy
Banjul, The Gambia	Embassy
Beijing, China	Embassy
Beirut, Lebanon	Embassy
Belgrade, Yugoslavia	Embassy
Bogota, Colombia	Embassy
Bonn, Germany	Embassy
Brasilia, Brazil	Embassy
Brazzaville, People's Republic of Congo	Embassy
Bridgetown, Barbados	Embassy
Brussels, Belgium	Embassy
Bucharest, Romania	Embassy
Budapest, Hungary	Embassy
Buenos Aires, Argentina	Embassy
Bujumbura, Burundi	Embassy
Cairo, Egypt	Embassy
Canberra, Australia	Embassy
Cape Town, South Africa	Consulate General
Caracas, Venezuela	Embassy
Colombo, Sri Lanka	Embassy
Conakry, Guinea	Embassy
Copenhagen, Denmark	Embassy
Cotonou, Benin	Embassy
Dakar, Senegal	Embassy
Damascus, Syria	Embassy
Dar es Salaam, Tanzania	Embassy
Dhahran, Saudi Arabia	Consulate General
Dhaka, Bangladesh	Embassy
Dublin, Ireland	Embassy

Dusseldorf, Germany	Consulate General
Frankfurt, Germany	Consulate General
Freetown, Sierra Leone	Embassy
Gaborone, Botswana	Embassy
Geneva, Switzerland	Branch Office
Georgetown, Guyana	Embassy
Guadalajara, Mexico	Consulate General
Guangzhou, China	Consulate General
Guatemala, Guatemala	Embassy
Guayaquil, Ecuador	Consulate General
Helsinki, Finland	Embassy
Hong Kong, Hong Kong	Consulate General
Islamabad, Pakistan	Embassy
Istanbul, Turkey	Consulate General
Jakarta, Indonesia	Embassy
Jeddah, Saudi Arabia	Consulate General
Kabul, Afghanistan	Embassy
Karachi, Pakistan	Consulate General
Kathmandu, Nepal	Embassy
Khartoum, Sudan	Embassy
Kigali, Rwanda	Embassy
Kingston, Jamaica	Embassy
Kinshasa, Zaire	Embassy
Kuala Lumpur, Malaysia	Embassy
Kuwait, Kuwait	Embassy
La Paz, Bolivia	Embassy
Lagos, Nigeria	Embassy
Leningrad, USSR	Consulate General
Libreville, Gabon	Embassy
Lilongwe, Malawi	Embassy
Lima, Peru	Embassy
Lisbon, Portugal	Embassy
Lome, Togo	Embassy
London, England	Embassy
Lusaka, Zambia	Embassy
Madrid, Spain	Embassy
Managua, Nicaragua	Embassy
Manila, Philippines	Embassy
Mexico City, Mexico	Embassy
Mogadishu, Somalia	Embassy
Monrovia, Liberia	Embassy
Montevideo, Uruguay	Embassy
Moscow, USSR	Embassy
Munich, Germany	Consulate General
Muscat, Oman	Embassy

Nassau, Bahamas	Embassy
New Delhi, India	Embassy
Niamey, Niger	Embassy
Nouakchott, Mauritania	Embassy
Osaka-Kobe, Japan	Consulate General
Oslo, Norway	Embassy
Ottawa, Canada	Embassy
Ouagadougou, Burkina Faso	Embassy
Panama, Panama	Embassy
Paris, France	Embassy
Port-au-Prince, Haiti	Embassy
Port-of-Spain, Trinidad	Embassy
Prague, Czechoslovakia	Embassy
Pretoria, South Africa	Embassy
Quito, Ecuador	Embassy
Rabat, Morocco	Embassy
Rangoon, Burma	Embassy
Rio de Janeiro, Brazil	Consulate General
Rome, Italy	Embassy
San Jose, Costa Rica	Embassy
San Salvador, El Salvador	Embassy
Sanaa, Yemen	Embassy
Santiago, Chile	Embassy
Santo Domingo, Dominican Republic	Embassy
Sao Paulo, Brazil	Consulate General
Seoul, Korea	Embassy
Singapore, Singapore	Embassy
Sofia, Bulgaria	Embassy
Stockholm, Sweden	Embassy
Tangier, Morocco	Consulate General
Tegucigalpa, Honduras	Embassy
Tel Aviv, Israel	Embassy
Thessaloniki, Greece	Consulate General
Tokyo, Japan	Embassy
Toronto, Ontario, Canada	Consulate General
Tunis, Tunisia	Embassy
Vienna, Austria	Embassy
Vientiane, Laos	Embassy
Warsaw, Poland	Embassy
Yaounde, Cameroon	Embassy

Mailing Address Form

Administrative Officer

(for Commissary Officer)

American Embassy*/Name of Post City

Department of State

Washington, D.C. 20520

***Or Consulate General or Consulate, as appropriate.**

Section B

- **Memo to Small, Disadvantaged and Female Business Owners**
- **Vendor Survey Form**
- **Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)**

Small, Disadvantaged and Female Business (SD&F) Owners

The Department of State is steadily and substantially increasing participation by small and small disadvantaged businesses, female-owned businesses, and labor surplus area businesses in a broad spectrum of acquisitions through the expanded use of small, disadvantaged and female-owned business firms locally, nationally and internationally. These acquisitions range from recurring needs for goods or services to one-time needed procurements or research projects. Good results have been achieved principally through a daily intensive review of acquisitions and/or increased efforts by user offices to locate SD&F suppliers. Also, we have kept close liaison with local and regional offices of the Small Business Administration which have furnished names of suppliers of goods or services. In addition, we search our vendor file, using Product and Service (P&S) codes, to locate prospective suppliers. Using the foregoing methodology, the Department is gradually broadening its base of information on SD&F firms. More and more suppliers in the under \$2,500 acquisition category will be awarded to SD&F firms and, similarly, larger acquisitions should increase substantially.

For example, Washington, D.C., a labor surplus set-aside area, receives many requisitions for services ranging from transportation to software and maintenance of hardware, communications and building maintenance.

Beyond the District of Columbia, SD&F firms in various cities throughout the United States have participated in advertising, architectural and engineering design, computer software services, messenger vehicle maintenance and international affairs research.

In recent months the Department has extended SD&F firm participation in its acquisitions beyond the Continental United States, primarily in the drug abuse and narcotics control program. Administrative statistical research type acquisitions to be performed abroad will also be given to qualified small, disadvantaged and female-owned businesses.

Whenever a conference is held by the Department of State a variety of local facilities are utilized. These are: motel/hotel space, vehicle rentals, telephones, clerical help and advertising.

I invite all firms wishing to do business with the Department of State to compete with other suppliers by asking to be placed on our vendor/bidder's list. Please see attached application. If you do not have a Dun and Bradstreet number the Department will obtain one for your firm. Also, please list up to five (5) products and/or services offered by your firm.

When complete, please remit to:

Small/Minority Business Enterprise
Coordinator
M/SDBU, Room 212, SA-6
Department of State
Washington, D.C. 20520

If there are any questions, please call Mr. Robert A. Cooper, Jr. or Mrs. Durie N. White on (703) 235-9579. Thank you for your interest in being of service to the Department of State.

Sincerely,

Barbara Ann Garland
Chief, Contracts Branch
Procurement Division

Enclosure:

Vendor File Data Sheet

Vendor Survey Form

Dun and Bradstreet Number (9 Digits) _____

Masterduns (State Dept. Use Only) _____

Company Name _____

Company Division _____

Street Address _____

Telephone Number (999-123-4567) _____

City _____ State _____ Zip _____

Country _____

Company Contact _____

	Yes (Y)	No (N)
Educational Institution	_____	_____
Non-Profit Organization	_____	_____
Small Business	_____	_____
Minority-Owned Business	_____	_____
*Female-Owned Business	_____	_____
American-Indian-Owned Business	_____	_____
8(a) Certified Business	_____	_____
Date Firm Established (YYMMDD)	_____	_____

*For Female-Owned business the number one is used to indicate an affirmative reply and the number two for a negative reply.

Product or service code(s) covering the types of goods or services provided.
(Should this information not be available, please indicate below the type of goods or services provided by your firm.)

Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)

Directory of Directors and Women in Business Representatives (WIBR)

The following offices offer small businesses information and guidance on procurement procedures; how to be placed on a bidder's mailing list; and identification of both prime and subcontracting opportunities.

Departments	Women in Business Representatives
Department of Agriculture 14th & Independence Ave., S.W. Room 127-W Washington, D.C. 20520 Telephone: (202) 447-7117 Attn: Mr. Casey Mann Director, OSDBU	Ms. Belinda Ward (202) 447-7117
Department of Commerce 14th & Constitution Ave., N.W. Room 5029A Washington, D.C. 20230 Telephone: (202) 377-3387 Attn: Mr. James Maruca Director, OSDBU	Ms. Rosemary Mullany (202) 377-1472
Department of Defense The Pentagon—Room 2A330 Washington, D.C. 20307 Telephone: (202) 694-1151 Attn: Mrs. Norma Leftwich Director, OSDBU	Mr. Tim Foreman (202) 697-1688
Department of the Air Force The Pentagon—Room 4C255 Washington, D.C. 20330 Telephone: (202) 697-4126 Attn: Mr. Donald Rellins Director, OSDBU	Ms. Claudia L. Naugle Mr. Pat Heller (202) 697-5373

Department of the Army
The Pentagon—Room 2A712
Washington, D.C. 20301
Telephone: (202) 697-7753
Attn: Col. D.W. Morse
Acting Director, OSDDBU

Mr. Warren Brown
(202) 697-2868

Department of the Navy
Building 5 Crystal Plaza
Room 604
Washington, D.C. 20360
Telephone: (202) 692-7122
Attn: Mr. Don Hathaway
Acting Director, OSDDBU

Mr. Wayne Mills
Ms. Lillian Newton
Mr. Joseph Horvath
(202) 692-7122

Defense Logistics Agency
Cameron Station
Alexandria, VA. 22314
Telephone: (703) 274-6471
Attn: Mr. Raymond Dellas
Director, OSDDBU

Mr. Dan Gill
(703) 274-6471

Department of Education
330 C Street, S.W.
Room 4329
Washington, D.C. 20202-2410
Telephone: (202) 732-4500
Attn: Mr. Daniel Levin
Director, OSDDBU

Department of Energy
1000 Independence Ave., S.W.
Room 1E061
Washington, D.C. 20585
Telephone: (202) 586-8201
Attn: Mr. Jack Koser
Acting Director, OSDDBU

Joanne Phipps
(202) 586-8998

Department of Health and Human
Services
200 Independence Ave., S.W.
Room 513D
Washington, D.C. 20201
Telephone: (202) 245-7300
Attn: Mr. Richard Clinkscales
Director, OSDDBU

Department of Housing and Urban
Development
7th & D Streets, S.W.
Room 10226
Washington, D.C. 20410
Telephone: (202) 755-1428
Attn: Ms. Bernice Williams
Director, OSDBU

Department of the Interior
18th & C Streets, N.W.
Room 2527
Washington, D.C. 20240
Telephone: (202) 343-8493
Attn: Ms. Charlotte Spann
Director, OSDBU

Department of Justice
10th & Pennsylvania Ave., N.W.
Washington, D.C. 20530
Telephone: (202) 724-6271
Attn: Mr. Enos Roberts
Director, OSDBU

Department of Labor
200 Constitution Ave., N.W.
Room S-1004
Washington, D.C. 20210
Telephone: (202) 523-9148
Attn: Mr. Walter Terry
Director, OSDBU

Department of State
(Mailing Address)
Room 212, SA-6
Washington, D.C. 20520
Telephone: (703) 235-9579
Attn: Mr. Robert A. Cooper, Jr.
Director, OSDBU

Department of Transportation
400 - 7th Street, S.W.
Washington, D.C. 20590
Telephone: (202) 426-1930
Attn: Mrs. Amparo B. Bouche
Director, OSDBU/MRC

Ms. Doris Sanford
(202) 343-4907

Ms. Elinor Geary
(202) 724-6271

Ms. Katherine Lee
(202) 523-9151

Ms. Durie N. White
(703) 235-9580

Ms. Claudia Speakes
(202) 426-1902

Department of the Treasury
15th & Pennsylvania Ave., N.W.
Room 1306 Main Treasury
Washington, D.C. 20220
Telephone: (202) 566-9616
Attn: Mr. D. Edward Wilson
Director, OSDBU

Debra Sonderman
Small Business Program
Manager
Department of the Treasury
Room 1306
15th & PA. Ave., N.W.
Washington, D.C. 20220
566-5616

The majority of Independent Agencies do not have designated Officers of Small Disadvantaged Business Utilization. Specific personnel as indicated assume such responsibilities.

Independent Agencies

ACTION
1735 I Street, N.W.
Paramount Bldg. (Loc.)
806 Connecticut Ave., N.W.
(Mailing Address)
Washington, D.C. 20525
Telephone: (202) 634-9148
Attn: Mr. Keith Sandridge, Chief
Procurement Branch

Ms. Jeanne Snowden
Director of Office of
Equal Opportunity
(202) 254-3551

Administrative Office of U.S.
Courts
719 - 13th St., N.W.
5th Floor
Washington, D.C. 20544
Telephone: (202) 633-6239
Attn: Mr. Paul R. Truell, Chief
Procurement and Property
Management Branch

Mr. Scott Liddle
(202) 633-6239

AID
(Mailing Address)
TT-2, Room 1400A
Washington, D.C. 20523
Telephone: (703) 875-1551
Attn: Mr. Joseph Bennett
Office of Business Relations
Director, OSDBU/MRC

Ms. Betty Briscoe
(703) 875-1551

Civil Aeronautics Board
1825 Connecticut Ave., N.W.
Washington, D.C. 20428
Telephone: (202) 632-8244
Attn: Mr. Columbus D. Jude, Sr.
Director, Office of
Administrative Support
Operation

Commodity Futures Trading
Commission
2033 K Street, N.W.
Washington, D.C. 20581
Telephone: (202) 254-9524
Attn: Mr. Edward Jon Guss
Director
Division of Management,
Program and Evaluation
and Mr. Joseph F. Mink,
Director
Administrative Services
Division
Telephone: (202) 254-9524

U.S. Consumer Product Safety
Commission
1111 - 18th Street, N.W.
Washington, D.C. 20207
Telephone: (202) 492-6621
Attn: Mr. David Schmeltzer
Director, Office of Compliance

Environmental Protection Agency
1921 Jefferson Davis Highway
Crystal Mall #2, Suite 1108
Arlington, VA. 20460
Telephone: (703) 557-7777
Attn: Mr. John M. Ropes
Director, OSDBU

Ms. Margie Wilson
(703) 557-7305

Executive Office of the President
Room 424
Washington, D.C. 20500
Telephone: (202) 395-3314
Attn: Mr. Strat D. Valakis
Director, Office of
Management and Budget

Mr. Russell Peyton
(202) 395-3314

Export-Import Bank
811 Vermont Ave., N.W.
Room 1031
Washington, D.C. 20571
Telephone: (202) 566-8951
Attn: Ms. Helene H. Wall
Director, OSDBU

Farm Credit Administration
490 L'Enfant Plaza
Suite 4000
Washington, D.C. 20578
Telephone: (202) 755-2133
Attn: Mr. Donald E. Wilkinson
Governor

Mr. Paul Redner
(202) 755-4394

Federal Communications Commission
1200 - 19th Street, N.W.
Room 326
Washington, D.C. 20033
Telephone: (202) 634-1528
Mailing Address:
PO Box 33639
Washington, D.C. 20033-0639
Attn: Mr. D. Kent Goodger, Chief
Procurement Division

FDIC
550 - 17th Street, N.W.
Washington, D.C. 20429
Telephone: (202) 389-4791
Attn: Mr. Andrew Freimuth
Director, Facilities Operations

Federal Home Loan Bank Board
1700 G Street, N.W.
Washington, D.C. 20552
Telephone: (202) 377-6245
Attn: Mr. William Boyer
Director, OSDBU

Federal Maritime Commission
Washington, D.C. 20573
Telephone: (202) 523-5911
Attn: Mr. Ronald Murphy
Director, Office of
Management Services

Federal Mediation & Conciliation
Service
2100 K Street, N.W.
Washington, D.C. 20427
Telephone: (202) 653-5310
Attn: Dan Funkhouser
Director, Administrative
Services

Federal Emergency Management
Agency
Federal Center Plaza
500 C Street, S.W.
Washington, D.C. 20472
Telephone: (202) 287-3826
Attn: Mr. Steve Goodman, Director
Office of Acquisition, Management

Board of Governors' Federal Reserve
System Procurement Section
20th and Constitution Ave., N.W.
Washington, D.C. 20551
Telephone: (202) 452-3296
Attn: Mr. James Kimmel, Manager

Federal Trade Commission 600 E Street, N.W., Suite 700 Washington, D.C. 20580 Telephone: (202) 523-5552 Attn: Mr. Robert Walton Director, OSDDBU	Mr. Hugh Wahl (202) 376-7916
---	---------------------------------

Foreign Claims Settlement
Commission of the United States
1111 - 20th Street, N.W.
Washington, D.C. 20579
Telephone: (202) 653-6159
Attn: Mr. Raymond Bell, Chairman

General Services Administration 18th and F Streets, N.W. Room 6013 Washington, D.C. 20405 Telephone: (202) 566-1021 Attn: Mr. John F. Wynn, Jr. Director, OSDDBU	Ms. Darlene Freear (202) 566-1021
--	--------------------------------------

U.S. Information Agency
1717 H Street, N.W.

Room 613

Washington, D.C. 20547

Telephone: (202) 485-6058

Attn: Ms. Susan Schnell
Director, OSDDBU

Interstate Commerce Commission
12th and Constitution Ave., N.W.
Room 2119

Washington, D.C. 20423

Telephone: (202) 275-7597

Attn: Mr. Dan King
Director, OSDDBU

National Aeronautics and Space
Administration

FB-10B-Code K

600 Independence Ave., S.W.

Room 116

Washington, D.C. 20546

Telephone: (202) 453-2087

Attn: Mr. Eugene Rosen
Director, OSDDBU

National Endowment for the Humanities
1100 Pennsylvania Ave., N.W.
Room 503

Washington, D.C. 20506

Telephone: (202) 786-0438

Attn: Mr. Jeffrey Marshall
Deputy Chairman for
Management

National Labor Relations Board
1717 Pennsylvania Ave., N.W.

Washington, D.C. 20570

Telephone: (202) 254-9200

Attn: Mr. Ernest Russell
Director, OSDDBU

Ms. Joyce Washington
(202) 653-5570

Mr. William Roberts
(202) 633-0623

National Science Foundation
1800 G Street, N.W.

Washington, D.C. 20550

Telephone: (202) 357-9666

Attn: Mr. Donald Senich
Director, OSDDBU

Nuclear Regulatory Commission
Room 7217 MNBB
Washington, D.C. 20555
Telephone: (202) 492-4665
Attn: Mr. William B. Kerr
Director, OSDBU

Mr. Harris Coleman
(202) 492-4665

Office of Personnel Management
1900 E Street, N.W.
Room 1466
Washington, D.C. 20415
Telephone: (202) 632-5468
Attn: Mr. Jerald D. Curry
Chief, Acquisition Branch

Peace Corps
806 Connecticut Ave., N.W.
Room P 300
Washington, D.C. 20526
Telephone: (202) 254-3513
Attn: Mr. Joseph Radford
Director of Contracts

Mr. James Bacon
Ms. Barbara Hicks
(202) 523-3726

Pennsylvania Avenue Development
Corporation
425 - 13th Street, N.W.
Washington, D.C. 20004
Telephone: (202) 523-3726
Attn: Mr. Reginald Robinson

U.S. Government Printing Office
North Capitol and H Streets, N.W.
Room A 332
Washington, D.C. 20401
Telephone: (202) 275-2470
Attn: Mr. Robert Armentrout,
Chief, General Procurement

Mr. Thomas R. Cullin
Asst. Public Printer
(Procurement)
(202) 275-9054

Mr. Tom Hughes
Director
Materials Management
Service
(202) 275-2701

Ms. Pat Havey
Manager
Print Processing Department
(202) 275-2265

U.S. Postal Service
475 L'Enfant Plaza West, S.W.
Washington, D.C. 20060
Telephone: (202) 268-4633
Attn: Mr. Peter Evanko
Small Business Liaison

Railroad Retirement Board
425 - 13th Street, N.W.
Washington, D.C. 20004
Telephone: (202) 724-0121
Attn: Mr. John C. Ficerai
Director, OSDBU

(Call only on Monday,
Tuesday and Wednesday)

Small Business Administration
Office of Women's Business
Ownership
1441 L Street, N.W.
Room 414
Washington, D.C. 20416
Telephone: (202) 653-8000
Attn: Ms. Carol M. Crockett
Director

Smithsonian Institution
955 L'Enfant Plaza, S.W.
Suite 3120
Washington, D.C. 20024
Telephone: (202) 287-3343
Attn: Mr. Robert P. Perkins
Director, Office of Supply
Services

Mr. Robert Lewin
(202) 287-3343

Tennessee Valley Authority
1000 Commerce Union Bank Bldg.
Chattanooga, Tennessee 37401
Telephone: (615) 751-2624
Attn: Mr. Frank E. Alford
Director, OSDBU

Ms. Nan Scott
Enterprise Development
1 B 37 Old City Hall
Knoxville, Tennessee 37902
(615) 632-6030

Veterans Administration
811 Vermont Ave., N.W.
Room 310
Washington, D.C. 20420
Telephone: (202) 376-6996
Attn: Mr. Leonel Miranda
Director, OSDBU

Ms. Teresa Newsuan
(202) 389-3330

Section C

- **Subcontracting Opportunities**

Possible Prime Contractors Offering Subcontracting Opportunities

Planning Research Corporation
Room 6W3
1500 Planning Research Drive
McLean, Virginia 22102
Attention: Ms. Phyllis Weaver
(202) 556-1383

Price Waterhouse
1801 K Street, N.W.
Washington, D.C. 20006
Attention: Ms. Nancy Williamson
(202) 524-1188

Wang Laboratories
One Industrial Avenue
Lowell, Massachusetts 01851
Attention: Mr. Joe Narbut
(617) 459-5000

Donald Morrisette
Interstate Van Lines Inc.
5801 Rolling Road
Springfield, Va. 22152
(703) 569-2121

Mr. John Bartko
District Moving and Storage, Inc.
3850 Penn Belt Place
Forestville, Md. 20028
(301) 420-3300

Mr. Dave Dutton
Victory Van Corporation
950 South Pickett Street
Alexandria, Virginia 22304
(703) 751-5200

John A. Waters
Colonial Storage Co.
6025 Kansas Ave., N.W.
Washington, D.C., 20011
(202) 291-7900

Subcontracting Opportunities Available

Standard Supplies; ADP
professional services

Administrative support, in-
cluding graphic services, audio-
visual services, printing/repro-
duction services; ADP support;
training methods support

Electrical parts

Boxes, crates, and other packing
material

Boxes, crates, and other packing
material

Boxes, crates, and other packing
materials

Boxes, crates, and other
packing materials

Mr. Ed Ruane
Mgr., Procurement/Logistics
J.A. Jones Construction
6060 St. Albans
Charlotte, N.C. 28287-1201
(704) 553-3515

Various subcontract
opportunities

Darwin Dobson
Graebel Potomac Movers, Inc.
9401-V Fullerton Rd.
Springfield, Va. 22153
(703) 451-8415

Boxes, crates, and
other packing materials

Mr. Frederick Paxton
Paxton Van Lines, Inc.
5300 Port Royal Road
Springfield, Virginia 22151
(703) 321-7600

Boxes, crates, and other packing
materials

Roland Kates
Guardian Storage Inc.
Box 264
Waldorf, Md. 20601
(301) 843-6606

Boxes, crates, and other packing
packing

ITT Defense Communications
Division
492 River Rd.
Nutley, New Jersey 07110
Attention: Mr. Hugh Merritt
(201) 284-2393

ADP hardware; electronic
components, cabinets, and
ducting

Ms. Dana Smith
BDM
Management Services Company
7915 Jones Branch Drive
McLean, Virginia 22102
(703) 848-7888

Various subcontract
opportunities

ITT Transmission & Macky Divisions
ITT Telecommunications Corp.
P.O. Box 58649
Raleigh, N.C. 27658
Attn: Mr. James Laurent
(919) 872-9103

Integrated circuit chips,
resistors, capacitors and
other components

Rockwell International Group
High Frequency Communications
Division
3200 East Renner Road
Richardson, TX 75081
Attn: Floyd Miller
(214) 705-1247

Various subcontract
opportunities

Dynalectron Corporation
Systems Services Division
6862 Elm Street, Ste. 500
McLean, Virginia 22101
George Brenenstahl, Program Mgr.
Joe Kidd, Operations/Maintenance Mgr.
(703) 893-2000
Contract 1038-503246

Equipment/tools, office furni-
ture, workbenches, storage
shelving, office/ADP supplies,
ADP systems, janitorial

American Communications Company
Division American Systems, Inc.
7535 Little River Turnpike
Annandale, Virginia 22003
Contact: Tim Ramp, Purchasing Agent
(703) 941-6510

Various subcontract
opportunities

Sverdrup Corporation
Embassy Task Group
1500 Wilson Boulevard
Arlington, Virginia 22209-2454
Walter Malinowski
(703) 527-8500

Prime and subcontracting
opportunities related to
overseas building design and
construction

Section D

Some Contacts for Trade and Investment-Related Issues

Some Contacts for Trade and Investment-Related Issues

Department of State

Commercial Affairs	—John J. St. John	(202) 647-7594
Investment Affairs	—Clark N. Ellis	647-1128
Development Finance	—Gerald Lamperty	647-9421
East-West Trade	—Dave Wilson	647-1421
Trade Policy	—Ann L. Hollick	647-9458

Information about specific countries available from Department country desk officers. Telephone numbers obtained from rear of Department telephone book or from U.S. Government operator, (202) 655-4000.

Department of Commerce

Deputy Assistant Secretary for Services	—R. David Luft	(202) 377-5261
Country Marketing:		
Western Europe	—Peter Hale	377-5341
Eastern Europe and Soviet Affairs	—Suzanne Lotarski	377-1104
Africa	—Peter Cashman	377-2175
Near East	—Albert Planagan	377-4441
South Asia	—Jim Johnston	377-2954
Mexico and Carib- bean Basin	—William H. Cavitt	377-5327
South America	—Peter B. Field	377-2436
Peoples' Republic of China and Hong Kong	—Jeff Lee	377-3583
Japan	—Maureen Smith	377-4527
Investment Policy	—Jeffrey W. Lins	377-8053
Publications	—Thomas Weatherspoon	377-5487
Foreign Commercial Service	—Peter Frederick	377-8300
Export Licensing Information*		377-4811

Agency for International Development

Business Relations	—Joe Bennett	(703) 235-1720
--------------------	--------------	----------------

Overseas Private Investment Corporation

—John Moore	(202) 653-2920
-------------	----------------

Export-Import Bank

—Art Obester	(202) 566-8812
--------------	----------------

U.S. Trade Representative

—Phyllis Bonanno	(202) 395-6120
------------------	----------------

*For exporting licensing information on munitions, or technology "uniquely" designed for military application, contact Department of State, Munitions Control (703) 235-9773 (Joseph Smaldone) or 235-9764 (Allan E. Suchinsky).

UNIVERSITY OF FLORIDA



3 1262 09684 6083

FLARE